

VIP Nursing School, Inc.



Home Health Aide Program SCHOOL CATALOG

16388 East 14th Street
San Leandro, California 94578
Office: (510) 481-0240; 481-0360
Fax: (510) 481-0242
Email: vipnursing.net@gmail.com
Website: www.vipnursing.net

November 30, 2021– December 31, 2022

APPROVALS:

VIP Nursing School, Inc. pursuant to California Education Code Section 94915 is incorporated in California on October 3, 1997. The Bureau approval to operate does not indicate that the institution exceeds minimum state standards as set forth by BPPE. It means compliance with minimum State standards and does not imply any endorsement, or recommendation by the State of Health Services Aide and Technician Certification Section (DHS ATCS), or by the Bureau for Postsecondary of Education (BPPE).

VIP Nursing School is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with the state standards set forth in the CEC and 5, CCR. This institution does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

VIP Nursing School is not accredited institution by any accrediting agency recognized by the United States Department of Education. This institution offers the following approved educational programs and meets the requirements of section 71710 for certification and diploma programs only:

- **Home Health Aide applicant** is qualified to work in Home Health Agency, or Hospice Agency. Upon student completion of the program requirements 40 clock hours (40 credit hours), pass Final Written exam 75%, demonstrate proficiency for HHA skills per NATAP skills guidelines, have a valid and current CNA certificate, the DHA ATCS will issue a Certified Home Health Aide to the graduate. HHA graduate in California does not require to sit for any applicable licensure exam in California and other states or become certified or registered as required for the applicable profession, occupation, trade, or career field in California.

"Any questions a student may have regarding this enrollment agreement that have not been Satisfactorily answered by the institution may be directed to the:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 N. Market Blvd., Suite 225, Sacramento, California 95834

Web site: www.bppe.ca.gov

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free Telephone number (888) 370-7589, Main Line: 916 574-8900, or by

FAX: (916) 263-1897

EDUCATIONAL OBJECTIVES: Educational Objectives:

VIP Nursing School, Inc.'s objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position. As a VIP Nursing School Inc. graduate, you will perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered in the

allied health field as new employees.

Each student will find VIP Nursing School Inc's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements.

INSTITUTIONAL POLICIES AND INFORMATION SCHOOL MISSION STATEMENT:

To provide the healthcare community with the most diversified, well-trained individuals, assisting medical professionals related to patient's needs medical and psychological needs. Our goal is to provide quality job-relevant career training to highly motivated, academically oriented individuals with broad, in-depth educational programs to enter, prosper in, and meet the needs of today's employment. We are committed to providing quality programs to help students achieve their lifelong personal and professional goals. Our 40 years of experience and expertise provides informative and current, lecture-based education, while our competency-based training provides the relevant skill development for our graduates for their chosen career. These winning combinations prepare our students to meet, and surpass, the demands of today's employers. Career-oriented education is offered in the areas of Home Health Aide, and Healthcare Provider CPR with AED.

ADMISSION POLICY:

Programs of training offered by VIP Nursing School Inc. are open for regular enrollment to men and women who possess a High School Diploma or the equivalent or have the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representative.

VIP Nursing School Inc. uses an ability-to-be-trained which is used as an entrance for students who completed high school graduate, or G.E.D or equivalent. The school will consider a non-high school graduate for enrollment if they exhibit and demonstrate and read in English from the education and training offered, and have met all other standards for admissions.

Each applicant accepted for training will complete a request for transcript form to be sent for evaluation for secondary and postsecondary institutions he/she foreign graduate or bring a copy of his/her high school diploma or transcript of records, or has the equivalent of a high school diploma (GED).

Students who have previously attended another school for Nursing Assistant must present a sealed School catalog for the program being credited, attendance sheet, grades for the Theory lecture examinations, list of Skills checked based from NATAP Skills guidelines. Appropriate credit for previous experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student. This institution will administer skills demonstration achievement test as part of admission process for students who have previously attended another school for Nursing Assistant program. This option to apply for credit is the sole responsibility of the prospective student.

Home Health Aide Training Program

A Certificate Program:

40 Clock Hours / 40 Credit Hours

Qualifications:

1. 16 years old, if minor a parent will also sign the Enrollment Agreement.
2. Physically able and no active communicable disease.
3. Has current CA Certified Nursing Assistant certificate, or show proof of passing the State of CA Competency Examination within 3 months.
4. Student enrolling our programs must have the level of English language proficiency required is of the 12th grade level. English proficiency is demonstrated by possessing a HS diploma or its equivalency from a USA school. Must demonstrate ability to speaks, read, understand, communicate in English at 12th grade level and able to follow English directions and skills in English. Must reflects sufficient English language proficiency to be successful in an English based curriculum.

Home Health Aide Training Program

A Certificate Program:

40 Clock Hours / 40 Credit Hours

Qualifications:

1. 16 years old, if minor a parent will also sign the Enrollment Agreement.
2. A High School Graduate Diploma or Transcript of Record required, or G.E.D. equivalency certificate of completion, or Pass Ability to Benefit Examination (ATB) with score of 97 or Higher.
3. Physically able and no active communicable disease.
4. Has current CA Certified Nursing Assistant certificate, or show proof of passing the State of CA Competency Examination within 3 months.

Day Class: 40 Clock Hours/Week Monday to Friday from 8:00am - 5:00pm for 5 days

Evening Class: 40 clock Hours/Week, Monday to Friday from 5:00pm–10:00pm
for 8 days

Frequency of Sessions varies, according to Enrollments receive.

"Only accept 15 students per session at First Come per Serve basis."

The HOME HEALTH AIDE TRAINING PROGRAM: This program enhances the CNA experience, and the graduate opportunity to obtain professional employment in a wide variety of skills in a assisted living industry, Day care, Subacute and/or Skilled Nursing Facility. To complete this program, the student must complete all required courses 40 clock hours (40 Credit hours), 20 clock hours for Theory Lecture and Skills Laboratory directed to clients who are homebound in the Classroom Lecture instruction, and 20 clock hours of Clinical

Hands-On Skills application proficiency in a Skilled Nursing facility for Hospice and Home Health clients, post hip and knee replacements, and Death/Dying from terminal diseases.

Passing this program must achieve a minimum score of 75% on all course work. The student will have a direct classroom instruction and supervised hands-on clinical training skills at a long-term care facility by a VIP School DSD Registered Nurse instructor. Student must satisfactorily pass the bedside skills per NATAP Skills guidelines. Student must pass Written Final Examination with minimum of 75% to graduate. The student must have a current CNA license in California to receive a Home Health Aide Certification from California Department of Health Services ATCS. The HHA graduate does not have any requirement licensure exam in California and other States to become Certified Home Health Aide (CHHA) as required for the applicable profession, occupation, trade, or career field in California.

Instructional mode being used:

Classroom Lecture: Power Point Presentation, Discussion, Videos / Tapes, Computer assisted learning, reading, with individual student desks, whiteboards, projector and screen for lecture presentations.

Location of Lecture Instruction: VIP Nursing School campus, 16388 East 14th Street, San Leandro, CA 94578

Skills Laboratory: Skills Laboratory contain patient care stations to simulate actual hospital and home settings such as Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD with Power Presentation, Videos and tapes, manuals, Blood pressure apparatus, weighing scales, Mechanical and/or Stand-up lift, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine. Each lab has storage cabinets for supplies and all necessary equipment such as; adult and pediatric mannequins; equipment to practice common bedside nursing care skills and procedures for 15 students maximum.

Location of Skills Lab Instruction: San Leandro Healthcare Center
368 Juana Ave., San Leandro, CA 94578

Hours: The Home Health Aide program clock hours: 40 CLOCK HOURS, 20 clock hours of Classroom Lecture, and 20 clock hours clinical skill hands-on application.

The **Day program** consists of 5 days, Monday thru Friday total of 40 clock hours (40 credit hours). **Classroom Lecture and Skills Laboratory 20 clock hours per week** of instruction for 2.5 Days, **Monday thru Friday 8am-4:30pm be held at VIP School classroom, 16388 East 14th Street, San Leandro, CA, 94578. Clinical Skills Hands-on application** for 2.5 Days approximately 20 clock hours per week, **Monday thru Friday 8am-4:30pm be held at San Leandro Healthcare Center, 368 Juana Avenue, San Leandro, CA 94577.**

The **Evening program** consists of 8 Evening days total of 40 clock hours (40 credit hours). **Classroom Lecture and Skills Lab Monday thru Friday 7:30-10pm for 8 Evening** total 20 clock hours **be held at VIP School classroom, 16388 East 14th Street, San Leandro, CA, 94578. Clinical Skills Hands-on application Monday thru Friday from 5pm-7:30pm for 8 Evening** (20 clock hours total) **be held at San Leandro Healthcare Center at 368 Juana Ave., San Leandro, CA 94578.**

Evaluation Used: Classroom testing, return demonstration, role-playing, group presentation, instructor observation, Skills Laboratory and Clinical Application of Skills per NATAP curriculum.

HOME HEALTH AIDE EDUCATIONAL MISSION & PURPOSE:

VIP Nursing School, Inc.'s mission is to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position for home health and hospice position. Upon successfully completing this course 40 clock hours Lecture and Clinical Skills proficiency with current CNA Certification in California, the CDPHDHA ATCS State of California will issue a CHHA (Certified Home Health Aide) which will lead to an occupation as a Home Health Aide working with clients in their own home, assisted living, nursing homes to assist their clients in dealing with their activities of daily living, physically and psychologically.

HOME HEALTH AIDE EDUCATIONAL OBJECTIVE(S):

Each student will find VIP Nursing School Inc's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements. HHA graduate be able to perform specific duties immediately upon employment provide quality care to clients to their homes. The applicant will learn: (1) how to work well with clients and their families, and help them feel

better about themselves; and (2) how to assist clients in taking care of their daily needs to bedbound clients.

The course syllabus is 40-clock hour and was developed following the Department of Health Services ATCS per NATAP guidelines for the training of CNA's become certified home health aide. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 were included in the 40 clock hour curriculum:

Syllabus for Home Health Aide Training Program:

CONTENT	Theory Hours	Clinical Hours
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of Clients	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Homes	3	2
Total Hours:	20	20

CERTIFIED HOME HEALTH AIDE (CHHA) is a para-professionals who are employed by private health care and non-profit community agencies. According to the physician's plan of treatment, Home Health Aides work under the supervision of registered nurse and physical therapist to provide personal and homemaking services to the aged and disabled. They also care for children whose parent is ill and incapacitated.

The student learns an Introduction to Homemaking Tasks, Cleaning the Client's House, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, making your own Cleaning Equipment.

Home Health Aides provide essential services for clients who cannot live alone without help. They keep households functioning as normally as possible and enable the sick to remain at home instead of moving to a nursing home.

Typical tasks performed by Home Health Aides include assisting clients to bathe and use the toilet or bedpan and to move about. They check temperature, pulse, respiration rates and Blood pressure monitoring, and assist the client with medication administration. They also do cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the client's room, kitchen and bathroom, doing laundry and changing bed linens. Home Health Aides also plan meals (including special diets), shop for food and prepare meals in addition to regular duties.

QUALIFICATIONS and GRADUATION REQUIREMENTS:

1. 16 years old, if minor must have parents to sign also the Enrollment Agreement
 2. Student enrolling our programs must have the level of English language proficiency required is of the 12th grade level. English proficiency is demonstrated by possessing a HS diploma or its equivalency from a USA school, or pass the ATB with a score of 97 scaled score on the CELSA ATB English test approved by both the U.S. Department of Education and the Bureau of Private Postsecondary Education. This score reflects sufficient English language proficiency to be successful in an English based curriculum if the student does not possess a high school diploma or GED.
 3. Have a current CNA license and CPR cards.
 4. Current Physical exam and no active communicable disease
 5. Complete all the 20 clock hours (20 Credit hours) required HHA programs clinical skills hands on proficiency as mandated by NATAP skills checklist for home health program.
 6. Must complete 20 clock hours (20 Credit hours) of Lecture, pass the Final Written examination with 75% score, and must possess current Certified Nursing Assistant in State of California, then DHS ATCS will issue a Certified Home Health Aide certificate.
 7. There is no requirement to sit for State Certification examination in State of California CDPH C&S ATCS to become a Certified Home Health Aide. This course enhances a CNA with experience with CHHA certificate to work in Home Health Aide or Hospice Agency who are homebound and/or medically terminal clients supervised by Registered / Licensed Vocational nurses, Physical, Occupational and Speech Therapist for clients post CVA, Post Total Knee and Hip replacement, post major surgery in Skilled Nursing Facility, Assisted Living, Group Home, Day Care Center.
 8. Paid all financial obligations to the school
-

HOME HEALTH AIDE TRAINING PROGRAM COURSE FEE

\$0.00 Non-Refundable State Funded STRF fee (\$0.50/\$1000) (Upon Registration Day)

+ \$100.00 Non-Refundable Registration Fee (Upon Registration Day)

+ \$450.00 Tuition Fee (due on 1st Week and End of Session)

\$550.00 Total Charges

MANDATORY REQUIREMENTS: \$75.00

+ \$75.00 HOME CARE AIDES TEXTBOOK (on 1st Day of Session)

PROOF OF PHYSICAL EXAM WITH TB TEST (Bring on 1st Day of Session) \$50.00 if do NOT have current Physical and TB test

PROOF OF AHA HEALTHCARE CPR WITH AED (Bring on 1st Day of Session) \$100.00 if **NOT current**

1 COLORED NURSING UNIFORM \$20.00 If does not have a uniform.

OPTIONAL ITEMS: \$35.00

+ \$20.00 Blood Pressure Machine & Stethoscope. If does not have a uniform.

+ \$15.00 Safety Gait Belt. If does not have a uniform.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$625.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$660.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$350.50

(\$100.0 non-refundable registration, \$225.00 1st Installment registration, \$75.00 book)

TOTAL CHARGES MAY BE HIGHER FOR STUDENTS THAT DO NOT COMPLETE ON TIME.

Student enrolled in an unaccredited institution by an accrediting agency

recognized by the United States Department of Education is not eligible for

Federal and/or State Financial Aid program.

SCHEDULE OF INSTALLMENT PLANS:

Installment is also available without any interest as per installment plan in payment plan as described below. Tuition fee must be paid in full on or prior to Final written examination. Install must be paid on the first (1st) day of session. The institution has and can maintain the financial resources required to section 71745.

FIRST PAYMENT

\$225.00

(Check, Money Order, Credit Card, or Cash)

On the First week of the Session

SECOND PAYMENT

\$225.00

(Check, Money Order, Credit Card, or Cash)

By End of the Session

STUDENT'S RIGHT TO CANCEL:

1. This institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through the attendance at the first (1st) class session, or the seventh (7th) day after enrollment, whichever is later.
2. Cancellation may occur and may be documented in via mail, hand delivery, email only. If the student provides a written notice of cancellation; it can be addressed to:
VIP Nursing School 16388 East 14th Street, San Leandro, CA 94578
directed to Josephine V. Dondriano, Program Director.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the applicant, or the applicant does not show or start attending the program, or is not accepted the school, the institution will refund the student any money he/she paid, less the Non-Refundable Registration fee not to exceed \$100.00 after the notice of cancellation is received.
6. The institution shall refund one hundred (100) percent of the amount paid for institutional charges, less the non-refundable registration fee not to exceed one hundred dollars (\$100.00).
7. If the Enrolled Agreement is cancelled by the institution due to the program start date being cancelled, the student will receive a full refund of all money he/she paid. A student or any member of the public may file a complaint about this institution with **BPPE** by calling Toll Free (800) 888-370-7589, or by completing a complaint form, which can be obtained on the **BPPE's Internet Web Site: www.bppe.ca.gov.**

HOW TO CANCEL

1. A notice of cancellation shall be in writing via mail, hand delivery, email only, and a withdrawal may be operative by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund one hundred (100) percent of the amount paid for institutional charges, less non-refundable registration fee not to exceed 200 hundred dollars (\$200.00) for CNA program.
2. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed sixty (60) percent or

less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within thirty (30) days of a student's cancellation or withdrawal.

STUDENT TUITION RECOVERY FUND INFORMATION (STRF):

"You have the rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF) as nonrefundable fee."

"You must pay the State-Imposed assessment for the STRF which Non-Refundable at is \$2.50 per \$1000 of institutional charges. (5, CCR Section 76120) if all the following applies to you: State Mandated STRF is mandated & starting April 1, 2022.

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

The institution has been ordered to pay a refund by the Bureau but has failed to do so.

The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

"The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education."

However, no claim can be paid to any student without a social security number or a taxpayer identification number. To apply for STRF refund, go to www.bppe.ca.gov and fill up the Application for STRF form and mail the form to:

Bureau for Private Postsecondary Education (BPPE)

1747 Market Blvd. Ste 225 Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818.

Web site Address: www.bppe.ca.gov

Telephone: (888) 370-7589; Main Phone: 916 574-8992; (Fax) (916)263-1897

To apply for STRF refund, go to www.bppe.ca.gov and fill up the Application for STRF form and mail the form to:

Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798-0818

ACCEPTANCE of CREDIT for PRIOR EDUCATION or EXPERIENCE:

Enrolled students who change programs within the Institution or students who have previously attended another school for Nursing Assistant program must present a sealed School catalog for the program being credited, attendance sheet, grades for the Theory lecture examination results, list of Skills checked based from NATAP Skills guidelines results. Appropriate credit for previous

experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student.

TUITION and FINANCIAL ASSISTANCE:

To assist students with their educational costs, the school has a financial assistance programs available that the student may elect to take advantage of if they find it assistance with the tuition cost in the form of installment basis. Loans can be made with banks, Savings and Loans, Credit Unions, Financial Institutes etc. All tuition must be satisfied or paid in full arrangement before receiving the Diploma of Completion, participating in class graduation, or taking the state competency exam.

We provide monthly payment installment plans for qualified students without any interest. Installment must be paid on the first (1st) to the tenth (10th) day of each month, otherwise a 5% late fee is charged for late payments, i.e. 5% of the monthly installment due. We do not offer federal grants or loans. It is your responsibility to pay your school loan assistance in full. It could make a difference for someone such as yourself to be able to use the assistance program to finance their education.

Students at VIP Nursing School are not eligible for Federal student loans and State Financial aid. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in Federal student aid programs.

-
- (a) This institution advice each student that a notice of cancellation shall be in writing via mail, hand delivery, email only, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
 - (b) This institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
 - (c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.
 - (d) This institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
 - (e) This institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal. CEC §94921. Alternative Refund Calculations An institution offering an educational program for which the refund calculations set forth in this article cannot be utilized because of the unique way in which the educational program is structured, may petition the bureau for an alternative method of calculating tuition refunds.

ATTENDANCE POLICY:

1. It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom.
2. Regular class attendance is necessary, no cutting classes and be recorded as absence. There are no excused absences in any program, only for medical illness and must submit a doctor's document.
3. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.
4. Excused absence is implemented for those students who have unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average. Program Director will arrange for make-up day for the excused absence by setting another clinical day, or use of case study.
5. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy will be marked daily as being tardy. Any combination of three (3) (unexcused) tardy will be considered as one (1) absence.
6. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.
7. A student is responsible for all work assigned and missed during absence. Make-up Lecture classroom time must be completed on the school premises, and/or missed Clinical rotation in the clinical facility. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.
8. If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS). Only one (1) Leave of Absence will be granted for a student during any 6-month enrollment period.

FAILURE TO RETURN FROM LOA ON OR BEFORE THE DATE INDICATED WILL REVOKE THE CANCELLATION/REFUND POLICY.

MAKE-UP TIME / WORK ACCOUNTABILITY:

A student is responsible for all work assigned and missed during absence. Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up Lecture classroom time must be completed on the school premises, and/or missed Clinical rotation in the clinical facility. Make-up assignments and/or test will be given for those who need to make up for academic grade / semester credit hours. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment for DISMISSAL a student on any of the following grounds, but not limited to:

- a. Verbal and physical altercations
- b. Lying, cheating, plagiarism

- c. Sexual harassment
- d. Vulgar and offensive language or actions
- e. Threats of violence
- f. Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
- g. Any action that violates State/Federal law or the policies of an clinical facility.

GROUND S for DISCIPLINARY ACTION:

- a. Unsatisfactory Academic performance.
- b. Unsatisfactory Attendance.
- c. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- d. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity words.
- e. Failure to meet Financial Requirements.
- f. Inappropriate professional clothing worn during training.
- g. Failure to abide by the Rules and Regulations of the school.
- h. Failure to pay tuition (or any other charges) when due.
- i. Breach of school enrollment agreement.
- j. Cheating.
- k. Falsifying school records.
- l. Carrying a canceled or potentially dangerous weapon.
- m. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- n. Instigation and/or participation in rebellious activities against the school and/or its student(s).
- o. Solicitation, which reflects unfavorably upon the school and/or its students.
- p. Vandalism of school property.
- q. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- r. Fighting (physical or verbal)
- s. Verbal confrontation with any employee and or student

DISMISSAL POLICY:

Dismissal from a program can be due to, but is not limited to, the following:

1. Failure or inability to continue the program, not passing the theory written exam to achieve 75% after 3 attempts.
2. 3 consecutive days of unexcused absences
3. Absences of 3 days in any combination of theory, clinical, or skills laboratory
4. Failure to return from an approved LOA as scheduled
5. Violation of the standard code of conduct; this includes crimes and drug-related offenses
6. Insubordination, failure to comply with school and clinical policies, including discourteous conduct to the public, patients and their families, hospital staff, instructors, or fellow classmates.
7. Dishonesty not limited to theft, cheating on tests, or any misrepresentation on applications, or hospital records confidentiality.
8. Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication in the campus or in clinical location.

The student academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, unless the student follows the program's process for re-admission.

COMPLAINT PROCEDURE:

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

DISCLOSURE and RETENTION of EDUCATION RECORDS:

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Certain documents may be photo copy and a charge may be charged, depending on the specific documents to be photocopied. Should the student need a copy of an official transcript, the first (1) copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$10.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid and current.

GRADUATION REQUIREMENTS:

Students must have at a minimum, an accumulative grade point average of 75% or "C" grade, along with a minimum of 75% of the total scheduled program hours attended and must be maintaining Satisfactory Academic Progress (75% cumulative attendance and 80% for Final Written examination grade point average) to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, students will receive a Diploma and Certification of Completion of the program earned. (5, CCR §71810 (b)(11))